RFQ 25-013 Student Achievement Center

Shortlisted Firms – Presentation / Interview guidelines

Presentation / Interview Schedule:

Date: Monday, February 10, 2025

Time: 8:30 AM – 5:00 PM (ET)

Location: 4700 Research Way, Lakeland, Florida; Building: Barnett Applied Research Center; Room: 2200

Presentations will not be open to the public but will be recorded.

Pursuant to section 286.0113(2)(b)1 and 2, Florida Statutes, any portion of Vendor oral presentations from the competitive solicitation process are exempt from the Sunshine Law however, a complete recording must be made of the exempt meeting; no portion of the exempt meeting may be held off the record. Section 286.0113(2)(c), Florida Statutes.

Deliberations:

Date: Tuesday, February 11, 2025

Time: 9:00 am – 12:00 pm (ET)

Location: Microsoft Teams or 4700 Research Way, Lakeland, Florida; Building: IST 1046/1047

Interview process:

The interview rooms will be available half an hour before your assigned time. Projectors and projection screens will be provided for your use with connectivity via laptop (IBM and Apple compatible) or USB thumb drive.

For assistance, please correspond directly with FPU by contacting the Procurement Official, Andrea Cashell at acashell@floridapoly.edu or Procurement Department at procurement@floridapoly.edu. Bring an extra copy of your presentation, via thumb drive, for FPU's records. The interview format will be 60-minute presentation (including your team introductions), followed by a 30-minute question and answer session. If time is left within your Q+A time, you will be given time for a closing statement.

Meeting will start and end promptly at your scheduled time.

Your team should clearly describe why you believe you are the best team for the project, including an explanation of your team's differentiators. As a part of the presentation, we request that you address

the following topics. Present this information in the format, topic duration, and arrangement of information, best suited to your team.

- **Team.** Briefly introduce interviewees and their role on the project. Review overall team (org chart) and identify the roles of key team members/ consultants.

  Please limit your team's attendance to eight (8) people. We strongly prefer to meet with the key contacts for the project that will be working with us on a daily basis.   Executive level representation that will not actively participate in the design and construction phases should not attend.

- **Experience.** Briefly recap overall lead firm and team experience with projects of a similar size, complexity and programmatic uses (research, vivarium, academic, and workplace environments). If important to your team, discuss trends and/ or benchmark data specific to this project type.

- **Approach.** Describe your approach to this project, including but not limited to:
    - How the architectural, engineering, and interior design planning teams will interact with each other and with project stakeholders at different stages of the project.
    - Identify which team members will lead critical efforts, tasks, and phases.
    - Discuss approach to identifying actionable project drivers with project stakeholders and your team's experience and/or ability to connect project drivers into realized design solutions.

- **Cost and Schedule.** Briefly describe your approach to the project schedule and cost control. Identify critical path items, milestones, and schedule drivers. Outline critical factors to consider with respect to the project budget. Discuss your impression of the total project budget.

- **Site/ Circulation.** Discuss the building sitting with respect to site design, sustainability, massing, and ability to accommodate future expansion of the campus. If important to your team, discuss your envisioned entry sequence, design impact of new and/or modified pedestrian flows (within the complex and around the site) parking impacts and traffic/ loading dock arrangement options for the site.

- **Design Ideas.** Utilizing or expanding on the design ideas presented in your proposal, present project specific design ideas and/or considerations for this project. We do not expect final design solutions to be presented. Rather, we want to hear what your team believes to be the critical design issues for this site/ program and how you would address these key issues. Feel free to utilize precedent projects if helpful to your team.

Scoring Categories:

1. **Understanding of the Project Requirements –** The Applicants are evaluated on their understanding of the requirements and needs of the project as demonstrated by their project teams, including consultants. The Applicants shall be rated on the completeness of their understanding of the factors which are unique to the project, including the thoroughness demonstrated in analyzing and investigating the scope of the project and in preparing for the interview.

2. **Approach and Method –** Finalists shall explain their approach, management, and design methods they will employ to plan, design, and administer during construction of the project, inclusive of procedures to assure timely performance of the work.

3. **Ability to Provide Service –** The Committee will evaluate the Applicants' ability to meet the Owner's required timetable and to provide for any special or unique requirements of the project, including a projected timeline of activities through project completion. The Applicants should be asked to discuss their ability to fulfill each project requirement and to describe all other projects on which team members are currently involved. Results of reference checks are considered in this category. It is the responsibility of the applicant to verify contact information for all references listed on the FPU-RFQ Exhibit 1. Submittal is up to date at the time of the application. The preferred method of communication with references is via email.

4. **Consideration of Fee Proposals** – After interviews are graded and ranked, sealed envelopes with A/E fee proposals will be opened for each firm interviewed and input into the final scoresheet. Please provide a detailed proposal on your letterhead identifying each service, and the price per service, (i.e., Civil, Interior Design, etc.) that equals the A/E total fee. Also include a list of suggested value - add services you envision to be needed beyond those we have designated as part of the Base A/E fee, and the Programming add-service.

   The proposal format must be a fee percentage of the published construction cost budget and Department of Management Services (DMS) fee provided below:

   Project construction cost budget excluding professional fees = $67,725,146.00

   DMS fee percentage = 6.00%, DMS Complexity Group "B" The above-represented construction budget and total A/E fee should include all Civil Engineering Design for site improvements including Geotechnical Investigation, along with the following services priced accordingly:

   a. Specialty Consultants for:
      - *Voice/Data Communications*
      - *Electronic/Audio Visual*
      - *Food Service Equipment*

- *Interior Design*
- *Indoor Air Quality*
- *Quality Control*
- *Theater/Acoustical*
- *Security*

b. Graphic and signage design

c. Life Cycle Cost Analysis/Energy Modeling

d. Sustainable Design Services (LEED, Green Globes, etc.)

e. Specialty Architect (such as a design architect that is part of a joint teaming approach)

f. Construction Administration to include:
- ▪ Weekly Owner, Architect, and Contractor (OAC) meeting attendance by an Architect representative
- ▪ Weekly OAC meeting attendance by Engineers when their Scope of Work is under construction
- ▪ Weekly Architect/Engineer's field reports, including pictures illustrating construction progress and pictures illustrating any project deficiencies

g. Paving/grading/utilities/stormwater/utilities infrastructure improvements, site lighting design, and Landscape Architectural & irrigation design.

Although many of these services are listed as "Additional Services & Expenses" on the DMS website, they will be included under basic services in the A/E agreement for this project in order to provide a comprehensive A/E fee for the project.

In addition to the base services listed above, please include a cost for Facility Programming (working with Owner to develop spreadsheets of required spaces, room data sheets, relationship diagrams, and other information to begin Schematic Design) as an add-service.

Fee proposals will be ranked based on any proposed % discount off the published DMS fee, if any, and the cost of value-add services as determined in the overall A/E fee.

The weighting of the interview scoring categories will be shared in an upcoming addendum.